

Topsfield Town Hall Building Committee

October 21, 2015

Chairman Smith called the meeting to order at 9:07 AM at the Town Hall. Committee members present were Gregor Smith, Mark Lyons, Elizabeth Mulholland, Ben Nutter and Josh Rownd. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt

Minutes:

Member Elizabeth Mulholland made the motion to approve the minutes of April 29, 2015; seconded by Member Ben Nutter; so voted 3-0-2.

Member Elizabeth Mulholland made the motion to approve the minutes of May 13, 2015; seconded by Member Ben Nutter; so voted 3-0-2.

Member Elizabeth Mulholland made the motion to approve the minutes of May 20, 2015 as corrected; seconded by Member Ben Nutter; so voted 3-0-2.

Member Elizabeth Mulholland made the motion to approve the minutes of June 3, 2015; seconded by Member Ben Nutter; so voted 3-0-2.

Member Josh Rownd made the motion to approve the minutes of October 14, 2015; seconded by Member Mark Lyons; so voted 5-0-0.

Project Budgets for Additional Investigations: The members discussed the need for additional investigative work for both the schematic design project and the window restoration project. Additional funds would be required to perform these two tasks. Ms. Knight reviewed the funding process for the projects with the members and noted that funds are available for these two tasks. Refer to THBC Budget Update sheet, dated October 20, 2015.

McPhail Associates LLC Proposal: Member Josh Rownd made the motion to approve the proposal by McPhail Associates LLC. in an additional amount of \$2,650 to include two borings and one test pit investigation for a total amount of \$6,500; seconded by Member Ben Nutter; so voted 5-0.

Environmental Health & Engineering Inc. Proposal: Chairman Smith reviewed the proposal for environmental testing of the windows since the Committee is now aware that trace amounts of asbestos was found in the one window tested in 2003. Tasks #1 is review of documents and #2 is the base testing. Task #3 would be testing for PCB's which are unlikely to be found, but possible. This testing is appropriate and is equivalent to environmental hazardous insurance according to Member Ben Nutter. Member Josh Rownd noted that there is a need to know the levels, if present.

Member Elizabeth Mulholland made the motion to approve the proposal by Environmental Health & Engineering Inc. in the amount of \$4,050; seconded by Member Josh Rownd; so voted 5-0.

Facade Site Visit: Ms. Knight informed the members that the site walk for the Façade Project was yesterday and both Napolitano and Beebe Restoration were present. There were two other contractors that had requested proposals, but did not show up for the site visit.

Window Restoration Project Update: Ms. Knight also informed the Committee that the Board of Selectmen had signed the MPPF contract for the project. The project sign location on the “triangle” had been approved by the Park & Cemetery Commissioners. The Certificate of Appropriateness for both exterior Town Hall projects would be processed by the Historical Commission at its meeting this evening.

Mass Historic Discussion Memo: The Committee reviewed the email memo from Wendall Kalsow relative to his discussion with Paul Holtz at Massachusetts Historical Commission. Item #2 had the greatest impact on the schematic design since Mr. Holtz indicated that the Commission would not be amenable to permanent office structures in the auditorium. Further discussion next week on the subject with KMA.

Office Program Planning: Ms. Knight noted that Project Manager Doug Manley had interviewed the majority of the staff departments yesterday, Tuesday October 20th, with the exception of the Selectmen/Town Administrator, Town Accountant, Veteran’s Agent. Mr. Manley will complete this process after next week’s meeting. This information precipitated a discussion on the realignment of offices and the need to building into the program design a growth contingency.

The meeting was adjourned at 9:57 AM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the THBC before the meeting in a packet, or at the meeting were:

1. Agenda

2. Town Hall Building Committee Budget Update 10/20/2015
3. McPhail Associates LLC Proposal, dated October 3, 2015
4. Environmental Health & Engineering Inc. Proposal, dated October 14, 2015

Approved as written at the _____ 2015 Town Hall Building Committee meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.